

## **Musser Public Library Board of Trustees**

Musser Public Library, 408 East 2nd St

September 18<sup>th</sup>, 2019, 4:30pm

### **Attendance:**

1. Present: Jane Daufeldt; Peggy Gordon; Diana Gradert; Jarod Johnson; Anthony Loconsole; Jon Moravec; Pam Collins; Mallory Moffitt (secretary)
2. Absent: Nancy Dew; Jeanett Martinez; Bret Olson
3. Staff: Greg Benefiel; Robert Fiedler

**Call to Order:** Gradert called the meeting to order at 4:31pm

**Approval of Agenda:** Collins moved to move the introduction of new board member to beginning of meeting. Daufeldt moved to approve the amended agenda; Gordon seconded; Motion passed.

**Approval of Minutes:** Daufeldt moved to approve the minutes from August 21<sup>st</sup>; seconded by Moravec; Motion passed.

**Ratify Bills for Payment:** Gordon moved to approve bills from September 6<sup>th</sup> and 19<sup>th</sup> as presented; seconded by Moravec; Motion passed.

**Receive Communications:** None

**Citizens Speak:** None

**Staff Liaison:** Greg - Ingrid Rowe is no longer doing Home Delivery but will continue to help with babysitting for LENA.

**Friend's Report:** None

**Director's Report:** Friend's received a check from New Hope for \$2,000.00. Roberta Gabbard's visitation is going to be October 12<sup>th</sup> at the Merrill Hotel. Chris Cook, security guard, will change the outdoor lights to purple and gold for football games.

### **Old Business**

1. Courtyard Garden – Pam met with Randy Hill and the landscape architect to go over updated designs. Randy wants Library to fundraise for courtyard garden; cost was originally included in the 2<sup>nd</sup> Street project. Nancy has decided that the Library should leave parking lot signage down until after the 2<sup>nd</sup> Street project completed.
2. Events and Activities – Daytime Senior program for 55+: Caleen Pagel Tai Chi 8:30am, health education classes a couple times a month, and Ukulele classes with Jim Van Winkle. There was a big senior program on 17<sup>th</sup> with Front Porch Pickers. Looking for meditation teacher. Outdoor movie showings of Coco and Hocus Pocus this fall. Working on the winter event with Kimi, this year theme: Mr. Lemoncello's Library. Working on research with Jodie for a ghost tour. Meeting rooms are being used regularly, normally full.

### **New Business**

1. Introduction of new board member, Tony Loconsole. Moved to beginning of meeting.
2. Brief review of significant annual statistics - Greg is working on report for the State. Program attendance, building usage, Wi-Fi connections are all up. 89% of check-out of physical materials are at self-checks. Continuation of these trends will lead to decisions about personnel; library will need more high-level and lower level, there will need to be decisions made about mid-level.
3. Strategic planning – There is money built into budget for strategic planning. Still looking for someone to do strategic planning and trying to determine the best time to work on it. State requires strategic plan every 5 years.
4. Sheila's retirement and impact on special collections – Sheila's retirement has not been announced. Currently working 10 hours per week mostly scanning the Grossheim collection. Ephemera collections were not emphasis so preservation and cataloging are behind. Pam is planning to meet with Amy Groskopf, director at Davenport Public Library (DPL), to discuss a contract to have DPL oversee Musser's Special Collections. Musser will still have employee here to coordinate project.

### **Adjourn: Meeting adjourned at 5:23pm**

Next Board meeting October 16<sup>th</sup>, 2019